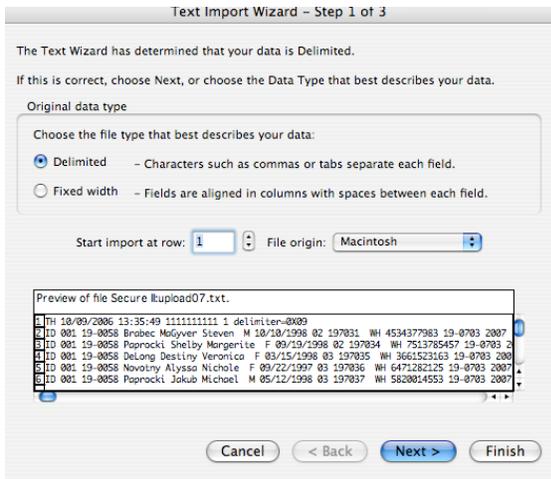


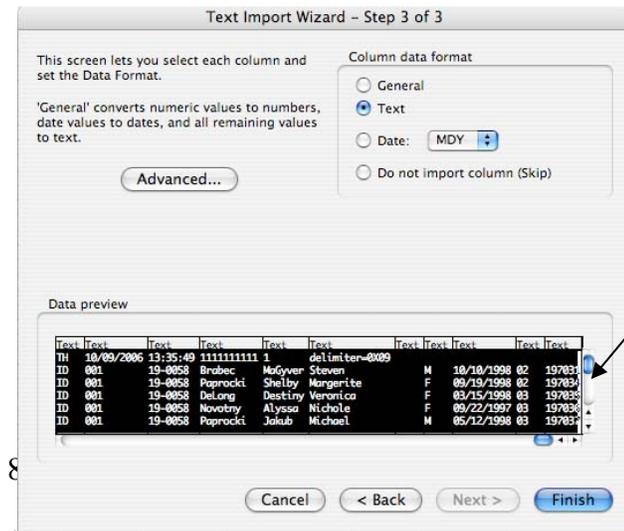
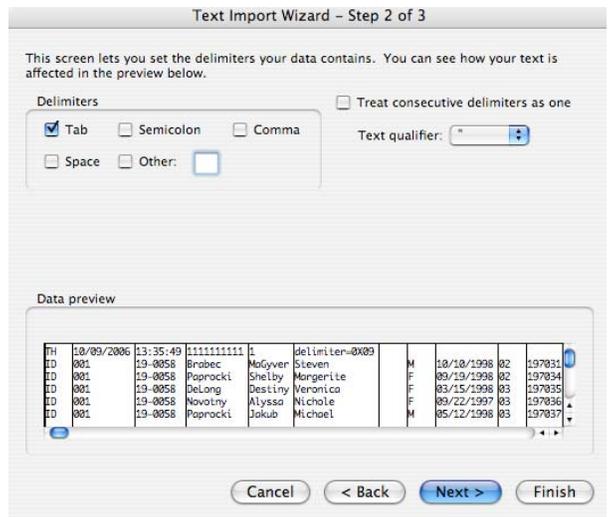
NSSRS Opening a .txt or .csv File With Microsoft Excel
June 13, 2007

1. Open the **Excel** Program
 - a. Mac – double-click the Excel icon in the Dock
 - b. Windows Start –All Programs –Excel
2. Select **Data -> Get External Data -> Import Text File.**
NOTE: A blank Excel workbook must be open for the “Data” menu to be available.
3. Browse to find the file (.txt) and click the **Open** button. Be sure to look for **All files**.



4. The **Delimited** radial button should be selected. Click the **Next** button.

5. If the file is tab delimited then click the Tab checkbox. If the file is comma-delimited then un-check the Tab checkbox and check the Comma checkbox. Click **Next** to continue.



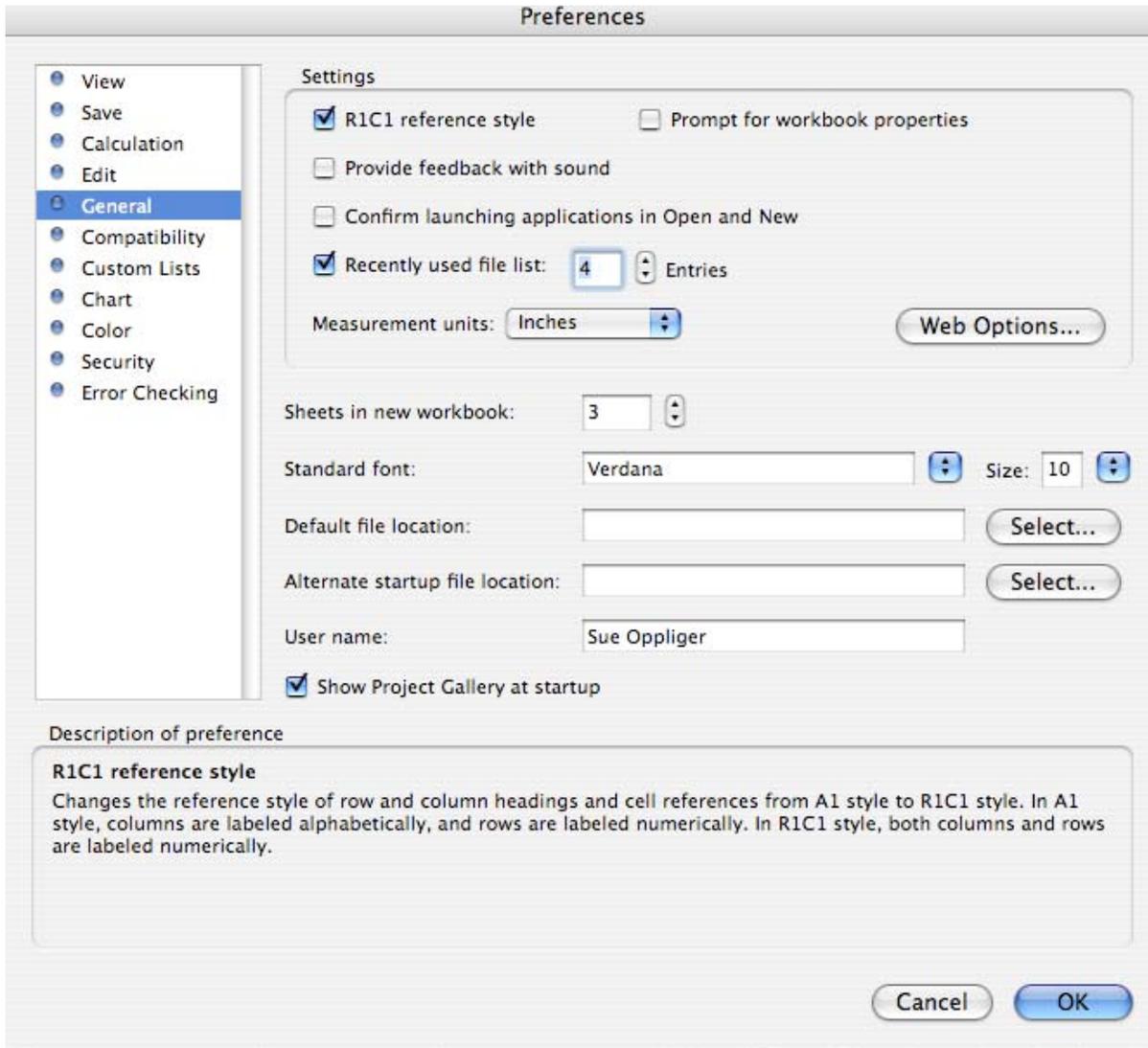
6. Highlight the 1st field, move the scroll button all the way to the right. Hold down the **Shift** key and click the within the scroll window, so the entire area becomes highlighted (black). Click the **Finish** button.
7. Click the **Text** radial button.

8.
9.

To replace Column Headings with numbers instead of letters:

Mac: Select **Excel** → **Preferences**. In the **General** category, check the **R1C1 reference style**.

PC: Select **Tools** → **Options**. On the **General** tab, check **R1C1 reference style**.



Now the column headings are numbers (1,2,3) which match the column numbers associated with each data element in all NSSRS template instructions.

	1	2	3	4	5	6
1	DISTRICT_C	LOCATION_C	SCHOOL_YEA	STUDENT_ID	SOCIAL_SEC	FAMILY_NUME